

MZD

John -

Ellis, Burnley, Onyiah directed me to prepare ASAP a synopsis of records retention at R&D re: 1) documents we write, 2) documents we receive, and 3) email.

This is my draft, which I will photocopy two-sided on card stock. What I have written is the way we currently operate. Please review and comment.

They also asked for an index of topics under suspension. I told them that you were not a proponent of this. Am I correct?

I am ready to talk with you again about the data from our analytical instruments.

Thank you.

Marion DeBardleben
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